



SAN JUAN COLLEGE
Surgical Technology



SAN JUAN COLLEGE
SURGICAL TECHNOLOGY PROGRAM
2024-2025
STUDENT HANDBOOK

WELCOME

This handbook is provided for prospective and current students. We are glad that you are interested in our Surgical Technology Program at San Juan College. We hope that the experience and knowledge you gain as a student will help you become a dedicated and skilled surgical team member as well as a more rounded person.

We have a sincere interest in you as an individual. We are all students and every day is a learning opportunity for students, faculty, and hospital staff. **We are all in this together!**

This Surgical Technologist Student Handbook as well as SJC's Student Handbook outlines policies and procedures that will guide you throughout your educational journey. Policies are subject to change. You are required to know and adhere to these policies and any changes. Keep the handbooks readily available for reference.

As Director of the Surgical Technology Program, I promise to work closely with you, provide needed individualized direction, and to work diligently in all phases of the curriculum to prepare you for employment as a Surgical Technologist.

We wish you a very happy and fulfilling time during this phase of your education.

Sincerely,

Maxine Chapman, B.O.E., C.S.T.

Program Director

chapmanm@sanjuancollege.edu

505-566-3492

Arlene Gutierrez, C.S.T., C.S.F.A.

Program Instructor

Clinical Coordinator

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505-566-3853

SJC Vision

Inspire success through world-class education and life-changing experiences.

SJC Mission

Educate and empower individuals to thrive in an ever-changing world.

SJC Values

San Juan College is all about our students and community, and we're on a mission to make things better every day. With iCare Values, we've got the magic formula: Innovation, Collaboration, Accountability, Respect, and Excellence. We're raising the bar and having a blast while doing it! Let's create your incredible learning experience together!

NON-DISCRIMINATION POLICY

It is the policy of the San Juan College Surgical Technology Program to provide education and services to all individuals who seek them, by adhering to the San Juan College non-discrimination policy, as outlined here: <https://www.sanjuancollege.edu/about/consumer-info/title-ix/>

Inquiries or complaints concerning these matters should be brought to the attention of:

Stacey Allen

Assistant Director of Human Resources, Title IX Coordinator, and Equity, Diversity & Inclusion Officer

4601 College Blvd, Farmington, New Mexico 87402

Education Services Center, Second Floor, Room 4241

Phone: (505) 566-3515

Email: allens@sanjuancollege.edu

ACCESSIBILITY SERVICES AND ADA ACT

San Juan College was founded with the commitment that anyone with a desire to succeed should have access to education. Our Accessibility Services team is committed to ensuring that students with disabilities have the same access as other SJC students to the variety of educational programs, opportunities, and activities offered at SJC. Our approach is to coordinate our services with you, faculty, and staff to remove any barriers to learning you might encounter while maintaining the highest level of academic integrity. Our vision is to be a resource to SJC employees and all members of the community by promoting access and disability awareness through workshops, resources, and outreach.

In accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, it is the responsibility of the student to self-identify with Disability Services concerning special accommodations. Only those students with appropriate documentation will receive a letter of accommodation from the Accessibility Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. The Accessibility Services Office provides academic support services and accommodations to San Juan College students.

You can reach Accessibility Services at:

4601 College Blvd, Farmington, New Mexico 87402

Educational Services Building, Room 4106

Phone: 505-566-3139

Email: accessibilityservices@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/accessibility-services/>

STUDENT SERVICES

ACADEMIC ADVISING

New and current students who have not completed 24 credit hours must meet with an academic advisor.

Working with an Academic Advisor helps ensure you start and stay on track to achieve educational and career goals.

Contact information:

Phone: (505) 566-3404

Email: advisingcenter@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/current-students/academic-advising/>

CENTER FOR STUDENT CAREERS AND EMPLOYMENT

The Center for Student Careers and Employment is San Juan College's career services center. We provide currently enrolled students and alumni with a variety of services and resources focused on employment and career readiness to meet their career goals in today's evolving workplace.

Contact information:

Phone: (505)566-3423

Email: careercenter@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/career-center/>

FINANCIAL AID

At San Juan College, we pride ourselves in being a rigorous yet affordable place to earn an associate degree or certificate. As part of that commitment, we work to provide financial aid to all who need it. In fact, 91% of San Juan College first-time freshmen receive financial aid! Our Office of Financial Aid will help walk you through the financial aid process so that you can afford community college throughout your time here.

Contact information:

Phone: 505-566-3323

Email: financialaid@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/admissions-aid/financial-aid/>

HEALTH AND HUMAN PERFORMANCE CENTER

The Health and Human Performance Center (HHPC) is a state-of-the-art fitness destination for San Juan College students, faculty, and the surrounding community. Check out our extensive services and resources, including group fitness classes, weight room, climbing wall, and outdoor gear rentals.

Contact information:

Phone: (505) 566-3410

Email: hhpc@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/student-life/fitness-recreation/>

HERENCIA LATINA CENTER

The Herencia Latina Center provides academic support, promotes Latino and Hispanic cultures, and fosters a welcoming and inclusive campus environment for all.

Contact information:

Phone: (505) 566-3873

Email: hlc@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/herencia-latina-center/>

LIBRARY

The College Library collection includes books, DVDs CDs and other media resources, computers, newspapers, inter-library loans, and library instruction, as well as, access to digital research data bases.

Contact information:

Phone: (505) 566-3249

Email: library@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/library/>

NATIVE AMERICAN CENTER

At the Native American Center at SJC, you'll find more than just a place to get academic support. They offer a welcoming community that celebrates your culture and successes. Whether you're applying to San Juan College for the first time or navigating the financial aid process, the team is there to help every step of the way.

Contact information:

Phone: (505)566-3321

Email: nac@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/native-american-center/>

SMART LAB

The SMART Lab is a resource to help students and community members brush-up on various skills or subjects ranging from basic fundamentals to advanced studies.

Contact information:

Phone: (505) 566-3587

Email: techcoach@sanjuancollege.edu

STUDENT ACHIEVEMENT CENTER

The Student Achievement Center provides you with the necessary support services and resources to ensure your academic career is off to a great beginning! They'll start you out with an online new student orientation and virtual tour of the campus so you can get familiar with SJC. They'll also help you set up your online student account in MySJC.

Contact information:

Phone: (505) 566-3378

Email: achievement@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/student-achievement-center/>

STUDENT COUNSELING

The San Juan College Student Counseling provides free, solution-focused personal counseling for currently enrolled students at SJC. Students include all persons who are registered in a San Juan College credit class. Adult Basic Education, General Education Degree students are included in this definition.

Contact information:

Phone: (505) 566-4255

Email: counseling4mentalhealth@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/counseling/>

STUDENT ENGAGEMENT AND CAMPUS LIFE

San Juan College isn't just a place to take classes. It's where you can pursue your passions, discover new hobbies, and form lifelong friendships. We have the events, resources, and community you need to succeed at San Juan College and beyond.

Contact information:

Phone: (505)566-3294

Webpage: <https://www.sanjuancollege.edu/student-life/>

TESTING CENTER

The mission of the San Juan College Testing Center is to provide high quality testing and assessment services that observe the National College Testing Association (NCTA) Professional Standards and Guidelines in order to meet the growing needs of our students, faculty, administration, and community.

Webpage: <https://www.sanjuancollege.edu/support/testing/>

TRIO PROGRAMS

San Juan College has 4 TRIO programs that empower students to achieve personal and academic success:

- Student Support Services (SSS) - Motivates academic success for eligible students studying any major.
- SSS STEM-H - Motivates academic success for Science, Technology, Engineering, Mathematics, or Health Science students.
- Educational Opportunity Center (EOC) - Assists eligible adults and youth with college admissions and financial aid that will set you on the path to your future career.
- Upward Bound- Provides academic support to high school students so they successfully complete high school, enroll in college, and obtain a college degree.

Contact information:

Phone: (505)566-3147

Email: trioss@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/trio/>

TUTORING CENTER

The Tutoring Center offers tutoring in most subject areas taught at San Juan College. Our peer and professional tutors are available to help SJC, GED, and University Program students.

Tutoring Center contact information:

Phone: (505)566-3981

Email: tutoringcenter@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/tutoring/>

VETERAN CENTER

We're honored to serve those who have served our country. SJC is and always will be a military-friendly school, and we strive to make SJC a welcoming and inclusive community for all active-duty personnel and veterans. That's why the Veteran Center works tirelessly to support you, your family, and fellow veterans to succeed on campus.

Contact information:

Phone: (505)566-3970

Email: veterans@sanjuancollege.edu

Webpage: <https://www.sanjuancollege.edu/support/veteran-center/>

EMERGENCY AND ON-CAMPUS SAFETY

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety operates 24 hours a day, 7 days a week, to keep our students, employees, and community members safe on our campuses. Safety is our foremost concern and we are committed to making SJC a safer place for all of us.

Emergency contact information

- In case of an emergency call 911 first!
- Public Safety Emergency Line: (505) 566-3333
From any campus phone simply dial 3333
- Non-Emergency Contact Information:
(505) 566-4444 for 24-hour on-call service
- SJC SunsAlert Emergency Notifications App:

SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number.

To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:

1. Open the app
2. Click on "Find an organization or subscription" button
3. In the search box, either type in San Juan College or 87402
4. Click on "SJC SunsAlert"
5. Sign on using your SJC email and password
6. Once you sign in, you will want to click on "Manage My Profile"
7. Click on "edit"
8. Include your preferred communication methods.
9. Enter your cell phone number in the personal text msg field to ensure you receive text messages.
10. Confirm all information (phone number & email) is correct and up to date.
11. If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050

TUITION AND FEES

The tuition and fee schedule for the surgical technology students is the same as for regular college students. Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

Students officially dropping or withdrawing from courses at San Juan College will have their tuition refunded, which is calculated according to the student's withdrawal date. The tuition refund schedule is subject to change without notice. Tuition and fees are subject to change by the San Juan College Board of Trustees. See the current tuition rates, fees and refund information on the following webpage:

<https://www.sanjuancollege.edu/admissions-aid/tuition-fees/>

(Some Surgical Technology classes have additional course fees. These fees are non-refundable)

SURGICAL TECHNOLOGY PROGRAM

DEFINITION OF THE SURGICAL TECHNOLOGIST

The Surgical Technologist is an integral member of the health care team. The Surgical Technologist provides technical care of patients during surgery with awareness of human dignity, individual uniqueness, physical, emotional, and spiritual needs. The Surgical Technologist functions as a "scrub" or "circulator" during surgical procedures in a variety of health care settings.

GENERAL PROGRAM DESCRIPTION

The Surgical Technology Program is a sequenced 12-month, three semesters Associate of Applied Science (AAS) degree program consisting of lecture, laboratory, and clinical instruction. Semester one consists of classroom instruction and lab during the spring semester. The summer semester has classroom instruction and lab along with some clinical observation experience. Clinical experience courses begin in the fall semester and consist of four clinical courses. The first two clinical courses are worth 4 credits and the last two clinical courses are worth 3 credits.

Spring Semester:

Didactic/Lab Courses

SURG-110

SURG-112

Summer Semester:

Didactic/Lab Courses

SURG-114

SURG-116

Fall Semester:

Clinical Courses

SURG-210

SURG-212

SURG-215

SURG-217

PHILOSOPHY

As part of the School of Health Sciences, the major function of the Surgical Technology Program is to provide a program of education which will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field, to pass the National Certification Exam, to be accountable as a health care provider, and to be a contributing, self-directing responsible member of society.

The teaching/learning process is a mutual responsibility on the part of the teacher and the learner. The instructor uses a variety of methods to stimulate both didactic, problem solving and clinical learning in order to meet specific course, program and certification objectives and to enable students to grow as a person. An essential outcome of learning is to increase the learner's ability to apply and transfer the learning to new problems or situations.

We believe the Surgical Technologist student should be a part of the general College and participate in the College social and cultural activities to attain the attitudes, skills, and understanding necessary to be a more responsible citizen and informed professional. Understanding and responsiveness to diverse groups is an important component of building successful health care teams and healthy communities.

In light of the emerging trends in surgical care, continual education and evaluation must be the professional responsibility of the faculty. All changes made must be consistent with the core values and objectives of San Juan College and the School of Health Sciences.

PROGRAM ACCREDITATION

The San Juan College Surgical Technology Program is accredited by Commission on Accreditation of Allied Health Education Program (CAAHEP) located at 9355 113th St. N, #7708 Seminole, FL 33775, and is reviewed by Accreditation Review Council on education in Surgical Technology and Surgical Assisting (ARC/STSA) located at 19751 Mainstreet, Suite #339, Parker, CO 80138

PROGRAM OBJECTIVE

Minimum Expectation:

"To prepare entry-level Surgical Technologists who are competent in the cognitive, psychomotor, and affective learning domains to enter the profession."

PROGRAM GOALS

The foundation of any educational program is the formulation of program goals and learning outcomes. These outcomes should be based on the three educational domains which include cognitive, affective, and psychomotor classifications. The San Juan College Surgical Technology Program has based its goals, objectives, and curriculum on the three learning domains.

The goal of the surgical technology program is to prepare competent, entry-level Certified Surgical Technologists and to meet the surgical technologist needs in the region.

The program utilizes the Core Curriculum for Surgical Technologist 6th edition (CCST6e) to help ensure that students are meeting accreditation standards. In addition, students will meet requirements to receive an Associates of Applied Science degree, which is an accreditation model. Meeting these standards helps assure that the program is providing qualified entry level Surgical Technologists.

In addition, the program must undergo an Academic Program Review every five years. San Juan College recognizes the importance of a systematic program review and evaluation process to guide the continuous improvement of quality academic programs and support unit services. Program review is a collaborative process that involves staff, students, faculty, alumni, community members, administrative unit (i.e., Learning, Student Services, Administrative Services) staff and administrators, and external specialists in the profession to (1) gather information about a unit, (2) review and analyze this information, (3) synthesize all available information and make judgments about overall quality and recommendations for improvement, (4) develop Action Plans to guide appropriate improvement efforts, and (5) ensure the allocation of required resources to implement approved Action Plans.

Goal Assessment

The program regularly assesses its goal's and learning domains. Program personnel identify and respond to changes in the needs and/or expectations of its communities of interest by regularly meeting with the program advisory committee.

The advisory committee meets twice annually and it is represented by the communities of interest. The committee helps to formulate and revise goals and learning domains. When necessary, they also assist in monitoring needs and expectations and help to ensure the program is responsive to change.

The Program must also periodically assess its effectiveness in achieving its stated goals, learning domains and outcomes by using the results of assessment exams, retention, graduate satisfaction, employer satisfaction, and job placement.

PROGRAM OUTCOMES

- The program continues to uphold the goal of meeting community needs by providing Certified Surgical Technologist
- We continually exceed the 70% retention rate and 85% graduate satisfaction rate
- The program continually works to identify problems and modify the program to assure we meet ARC Standards of minimum 85% employer satisfaction
- The program looks at acquiring success as meeting graduate job placement. Our goal is 80% placement and we strive to continue to work towards maintaining that goal
- The program strives to achieve and maintain a minimum of 70% first-time pass rate on the CST certification examination for San Juan College graduates
- The program has managed to maintain a 100% participation rate by making necessary changes to the program

The program continues to work towards meeting all ARC/STSA minimum requirements to fulfill our local community and regional area needs so that we can respond to changes and needs of the region.

LEARNING DOMAINS

Cognitive Domain

- **Knowledge**, case preparation
- **Comprehension**, problem solving skills
- **Application**, illustrate previously learned skills
- **Synthesis**, combines theory and learned skills
- **Evaluation**, understands abilities and shortcomings

Psychomotor Domain

- **Perception**, sensory skills used to guide performance
- **Perform**, by guided response
- **Practice**, imitation practice
- **Demonstrate**, preparation of skills
- **Execute**, carry out plan
- **Adaptation**, complex movement patterns, can change plans when necessary

- **Origination**, creating new skills

Affective Domain

- **Receiving**, pays attention and listens to criticism
- **Responding**, apply care and empathy, answer questions, and communicates appropriately
- **Valuing**, respect others
- **Reinforce**, professionalism
- **Exhibit**, use surgical conscience

ETHICS

1. Develop professional attitudes and responsibilities
2. Work collaboratively as a constructive team member in classes and clinical settings
3. Use feedback for personal and professional development
4. Understand and apply knowledge gained from the Basic Sciences
5. Demonstrate a safe level of practice and knowledge related to:
 - a. patient safety
 - b. surgical technique
 - c. surgical and obstetrical procedures
 - d. ethical/legal responsibilities
6. Meet the requirements for a Surgical Technologist AAS/Certificate from San Juan College
7. Be eligible to take the National Certification Examination for Surgical Technologists to become a Certified Surgical Technologist

CURRICULUM THEMES

Surgical-based Interventions, including:

- Surgical Technology language and principals
- Analysis of surgical skills and applications
- Evidence-based implementation skills

Professional Integrity, including:

- Roles and responsibilities
- Research process advocacy
- Ethics and legal implications
- Business concepts

Therapeutic Impact of Surgical Technology, including:

- Collaborative practitioner-inter-professionalism
- Therapeutic use of self
- Self-regulation
- Group process and dynamics in the O.R. setting

Therapeutic Impact of Environment, including:

- Safety and management of environment
- Adaptive technology in the O.R.
- Adaptive equipment in special procedures

PREREQUISITE AND GENERAL EDUCATION REQUIREMENTS

Prerequisite Requirements:

BIOL-2210 Human Anatomy & Physiology 1 (3 credits)
BIOL-2210L Human Anatomy & Physiology Lab 1 (1 credit)
BIOL-2225 Human Anatomy & Physiology 2 (3 credits)
BIOL-2225L Human Anatomy & Physiology Lab 2 (1 credit)
BIOL-2310 Microbiology (3 credits)
BIOL-2310L Microbiology Lab (1 credit)
ENGL-1120 Composition 2 (3 credits)
OR
ENGL-2210 Professional & Tech Communication (3 credits)
HITP-110 Medical Terminology (3 credits)

General Education Requirements= 13-14 credits

COMM-1130 Public Speaking (3 credits)
OR
COMM-2120 Interpersonal Communication (3 credits)
MATH 1130 Survey of Mathematics (3-4 credits)
BIOL-2110 Principles of Biology: Cellular & Molecular Bio (3 credits)
BIOL-2110 Principles of Biology: Cellular & Molecular Bio (1 credit)
PSYC-1110 Intro to Psychology (3 credits)

Program Core Requirements= 38 credits

SURG-110 Intro to Surgical Technology (6 credits)
SURG-112 2nd Level to Surgical Tech (6 credits)
SURG-114 3rd Level to Surgical Tech (6 credits)
SURG-116 4th Level to Surgical Tech (6 credits)
SURG-210 Introduction to Surg Tech Clinicals (4 credits)
SURG-212 2nd Level to Surg Tech Clinicals (4 credits)
SURG-215 3rd Level to Surg Tech Clinicals (3 credits)
SURG-217 4th Level to Surg Tech Clinicals (3 credits)

Course Sequencing

Throughout the curriculum, each Surgical Technology program course offered by the School of Health Sciences must be taken in sequence as courses are only offered once each year. Courses can only be taken during the semester in which they are officially listed.

BECOMING A HEALTH PROFESSIONAL

Becoming a health professional can be an exciting and rewarding experience. However, being a student in a health program or working in a health career may expose you to certain hazards that you should know about. The following information is being shared with you to increase your awareness.

Many health occupations require standing for many hours, walking much of employment shift, lifting heavy patients and equipment, and stooping or assuming uncomfortable positions. Consequently, it is possible to be subjected to back injuries if improper techniques are used. Students with existing back and joint problems run the risk of aggravating such conditions. To minimize this risk, we suggest that students with specific problems contact their physicians to determine their physical limitations and their ability to participate in a selected program.

Health workers frequently are exposed to diseases such as hepatitis and Human Immunodeficiency Virus (HIV). Of course, universal precautions that professionals and students are expected to follow minimize contagion, but the potential danger (particularly to needle sticks and sharps), even with efficient use of precautions, must be recognized. Other potential workplace risks include chemical, electrical/fire hazards, and exposure to radiation.

Pregnant women may be particularly susceptible to infectious diseases, such as rubella, that could affect the well-being of their unborn fetus. Exposure to radiation is also a hazard. Women of child-bearing age, therefore, should be aware of these potential dangers when they enter a health occupations program. Discussing these problems with your physician is highly recommended when pregnancy is suspected. If a student finds themselves pregnant or suspects they are pregnant, it is the student's responsibility to notify the clinical coordinator, program director, preceptors and O.R. supervisors.

Occasionally, health professionals encounter violent or uncooperative patients who could inflict bodily harm to themselves and others. Learning how to cope with such patients is usually included in the curricula of health programs.

We do not want to dampen your enthusiasm for participating in a health career. Rather, we hope this information will make you aware of some of the potential problems and stressors that could affect your own well-being. We urge you to carefully adhere to the safety measures that the faculty emphasize in class.

Please contact your instructor if you have questions concerning these matters.

SKILLS TYPICALLY PERFORMED BY A SURGICAL TECHNOLOGIST

1. Perform a full-range of body motion including handling and lifting patients, manual and finger dexterity, eye-hand coordination, and distinguish left from right
2. Bending, reaching, pulling, pushing, standing, stooping, walking during shift, and agility in handling body mass
3. Lifting and carrying up to 60 pounds
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print
5. Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise
6. Withstand unusual smells
7. Wear full surgical attire including personal protective equipment including double gloving
8. Adapt effectively, displaying flexibility in environments with high tension to ensure client safety
9. Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions
10. Perform fine motor skills with both right and left hands. [Dexterity and application in working with microscopic pieces of equipment and sutures (finer than a human hair), hold retractors, etc.]
11. Adapt to irregular working hours as well as ability to stay over shift as necessary and stand unassisted for eight continuous hours maintaining alertness
12. Respond quickly and in an emotionally controlled manner in emergency situations
13. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels
14. Recognize that work environment will include exposure to diseases and toxic substances (sterilant, x-ray, fumes, development of latex allergy, and so forth)
15. Show evidence of skin integrity, without open weeping lesions of skin

16. Be able to problem solve using conceptually, integrative, and quantitative reasoning skills
17. The ability to develop and improve skills in organization of work and in learning to use economy of time and motion
18. The ability to use English language to communicate with individuals of all professions and social levels
19. If you have latex allergy; please let your instructor know before beginning this course

If you have concerns that you don't meet these standards, please make an appointment with Program Director.

STUDENT RESPONSIBILITIES

Specific responsibilities of the students include:

Background Check and Clearance:

Students will complete a national background check and fingerprinting.

- a) If student has any discrepancies on the background check, their file will go before a review committee. If deemed necessary student will not be permitted to register in the program.
- b) At any time during training, if a student has a legal/criminal incidence they are required to report this to their instructor and program director. The student's file will be sent to review for possible further action related to enrollment in courses and/or clinical placements.

Refraining from:

- Giving false or misleading information to any college official or tampering with any college record
- Possessing or taking any narcotic, stimulant, or drug except as prescribed by a physician
- Giving, exchanging, or selling any drug to another person
- Possessing or consuming any alcoholic beverage on campus or clinical site
- Giving, exchanging, or selling such beverage to another
- Using the College name or emblems in an unauthorized or unseemly manner
- Harassing members of the program or college or in other ways damaging a positive learning environment for peers, faculty and staff
- Violating any rules, policies or procedures of clinical placements

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or college authorities. If students are in doubt about any particular matter, they should consult the Vice President for Student Affairs.

Health Occupations and Student Responsibilities

Health occupation students have additional rights and responsibilities because of the sensitive and confidential role they will be assuming during their education.

These additional responsibilities include:

1. **PERSONAL HONESTY/INTEGRITY AND PROFESSIONAL ETHICAL BEHAVIOR**
 - a. Be accountable for your own actions. The student is to immediately inform the instructor of any error or accident that occurred in clinical.
 - b. Complete a clinical incident report and follow protocol in the event of unusual occurrence (e.g., handling medication, burns, and personal harm such as needle sticks).
2. **MAINTAINING CONFIDENTIALITY**
 - a. Discuss information related to patients in appropriate learning situations in classroom or conferences only.

- b. Read hospital records of assigned patients only. Student must obtain instructor's permission to read hospital records other than assigned patients
- c. Not use patient's name in written assignments

3. BEING FULLY PREPARED TO FUNCTION IN CLINICAL PRACTICUM

- a. If there is a difference in policies, procedures, and student affiliation guidelines of the Clinical Sites and San Juan College Surgical Technology Program, the students will report it to the Director. The Director will resolve the issue with the surgical site director.
- b. Be punctual reporting to assigned clinical unit. Students are required to attend an allotted number of hours in clinical rotations. Students will make any doctor or other personal appointments outside of clinical time.
- c. Complete preclinical preparations to provide safe competent care to assigned clients. Students whose behavior indicates lack of preparation or unsafe practice may be dismissed from the clinical unit and may result in dismissal of Surgical Technology Program (see Professionalism and/or Patient Safety policy below).
- d. Notify Clinical Instructor and Program Director of absence prior to scheduled clinical practicum session.
- e. Keep in mind that your clinical rotation is basically your job interview. How you present yourself and perform during this time is how facilities determine who they will hire.
- f. Arrive to clinical sites with appropriate attire and reference materials.

PROGRAM DISMISSAL

Students may be dismissed from the program for the following actions:

- a. Use of profanity
- b. Falsifying or altering records or cheating on exams/quizzes
- c. Abusing, stealing, and destroying any property on the school agency premises
- d. Leaving a clinical assignment without properly notifying instructor or charge personnel
- e. Violating confidentiality policy
- f. Possession of guns or weapons on campus or at agency
- g. Violating or falsifying health/incident/case log forms (includes failure to report properly)
- h. Willfully disregarding College or Clinical Agency policies
- i. Failure to maintain satisfactory clinical performance and classroom grades (C and above is required for all ST courses)
- j. Failure to follow and maintain attendance policies
- k. Unprofessional or unsafe patient care upon recommendation of clinical personnel or instructor
- l. Sexual harassment (read college policy)
- m. Smoking in prohibited areas of campus or agency
- n. As part of process of chemical impairment policy implementation
- o. Representing self as a San Juan College Student to patients during nonscheduled clinical times
- p. Theft of any kind
- q. Failure to complete allotted required case load
- r. Failure to complete minimum required clinical hours; additionally, **students must continue clinical until the end date is reached regardless of number of scrubs**
- s. If clinical education center refuses to allow a student into their facility for violations such as theft or misconduct, the student will not be allowed to continue.
- t. Insubordination to faculty members and/or personnel in any clinical rotation site

At any time throughout the program, a faculty member may request that the student leave the clinical area

because of an altered state of health in which, in the professional judgment of the faculty, the student is unable to perform the assigned duties. This may be counted as an absence. The Chemical Impairment Policy may be initiated. Outlined in policy section in this handbook.

Matters relating to academic honesty or contrary action such as cheating, plagiarizing, flagrant disruptiveness, unsafe practice in clinical assignments, or giving unauthorized help on examinations/assignments may result in an instructor giving the student a failing grade for the assignment/test and recommending the student to be given a failing grade for the course and/or be subject to dismissal. Situations involving academic dishonesty as well as other situations in which, in an instructor's opinion, might create problems, should a student remain in a class or program are referred by the instructor to the program director. The program director, after consulting with the appropriate Dean, also may recommend a failing grade for the course and/or suspension or dismissal. Concurrence of the consulted Dean of Health Sciences, Vice President of Learning and Vice President of Student Service is necessary.

Serious violations of professional or ethical standards by a student may result in suspension or dismissal from a course or the program. Any student dismissed from the program must meet with Program Director. Student dismissal from the program does not necessarily mean dismissal from the college. A student may appeal dismissals by following the Colleges Grievance Procedure.

Violations of any of these responsibilities may subject the student to disciplinary sanctions in accordance with the procedure in the San Juan College Student handbook and as outlined in Attendance and Professionalism and/or Patient Safety Policy.

STUDENT CONDUCT:

College is preparation for professional opportunities, and professional conduct is expected in courses, online communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. A student, who demonstrates disrespectful, rude, hostile, belittling, bullying or other disruptive behavior, including threats to self and others, will be subject to potential academic consequences and possible dismissal from the college. Students should refer to the Code of Conduct in the Student Handbook for additional information. The Student Handbook can be accessed at this link:

<https://www.sanjuancollege.edu/about/student-conduct/student-handbook/>

Discipline of a serious nature involving probation, suspension or dismissal, which may be from the College or from an individual class, must be approved by the Vice President for Learning.

Behavior

Students are expected to demonstrate professional behavior at all times in the classroom and laboratory. All students, teachers, visitors, and employees of the Campus are to be treated with courtesy and respect. Foolish questions or comments, bad language or behavior will not be tolerated.

- Students are expected to be on time when reporting to classroom and laboratory sessions
- Cheating is grounds for dismissal
- Meeting personal needs such as going to the bathroom should be taken care of during breaks
- Required textbooks, needed supplies, etc., must be available for all classes

If a student has any problems, they are to go through the proper chain of command to resolve the situation

POLICIES AND PROCEDURES

Grading Policy

The Surgical Technology Program follows the policy relating to the standards for academic progress found in the School Handbook. The grading scale is listed below:

90- 100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
0-59	F	Unsatisfactory

Satisfactory completion of any and all courses requires at least a 70% (C). Since the Surgical Technology Program is progressive in nature, courses in one semester must be successfully completed before the student may enter the next semester. All students will receive grade report each semester.

Course Grades will be determined by an average of grades for exams, quizzes, assignments, and final exam. All exam dates will be announced by the instructor and on course calendar. Quizzes and AST Practice exams may or may not be announced in advance.

Grade Appeal Process:

Prior to filing a grade appeal, all students are required to meet informally with the course instructor to discuss the grade. This initial discussion could lead to corrections of a grade that was miscalculated or entered incorrectly. The course instructor and student can often resolve the issue through this first informal meeting. If the student is not satisfied with the resolution at this point, the student is required to meet first with the program director, then the appropriate dean to address his/her concerns. After both of these meetings, if the student is still interested in pursuing an appeal, the student must complete the Formal Application for Grade Appeal. Formal grade appeal procedures must be followed and are outlined in the SJC Student Handbook, found at: <https://www.sanjuancollege.edu/about/student-conduct/student-handbook/>

Attendance Policy

Attendance to theory and clinicals is an integral part of student learning. When a student misses more than three days of theory or clinical rotations then this interferes with the student's ability to perform the role of surgical technologists. Attendance will be documented thoroughly and if a student has an unexcused absence in either theory or clinical then the following disciplinary sanctions will be taken:

- One unexcused absence will result in a verbal warning
- Three unexcused tardies will count as an absence
- Two unexcused absences will result in counseling
- Three unexcused absences will result in a written warning
- Four unexcused absences will result in the student being dismissed from the program

Attendance-Clinical:

Schedules will accommodate for all students to acquire all their cases. Students will have to travel to Durango, Albuquerque, Las Cruces, Farmington and other locations as assigned. Students will be required to attend clinical when/where scheduled.

Verbal Warning includes a meeting with the program director and/or instructor, a follow up email regarding the meeting will be sent to the student and be placed in the student's file. **Counseling** includes a meeting with the instructor and program director to discuss the attendance policy, and a signed understanding of the policy will be provided to the student with a copy placed in the student's file. **Written Warning** includes a meeting with the program director, instructor and the Dean of Health Science. **Dismissal** includes a meeting with the Dean of Health Sciences and Program director (Dismissal would include withdrawal from all courses and an "F" in all courses).

Professionalism And Patient Safety

Professionalism and/or Patient Safety are imperative to the surgical technology field. Professionalism includes positive conduct amongst student peers, instructors, college staff, clinical site personnel, patients and community members. If at any time a student does not act professionally towards another during theory or clinical rotation then disciplinary sanctions will be taken. Patient Safety is the most important role that the surgical technologist fulfills. Unprofessionalism or a violation of AST standards related to patient safety by a student will result in these disciplinary sanctions:

- One incident will result in counseling and written warning
- Two incidents will result in the student being dismissed from the program

Counseling and Written Warning includes a meeting with the Program director, instructor and the Dean of Health Sciences to discuss the professionalism/patient safety policy.

Dismissal includes a meeting with the program director and the Dean of Health Sciences (Dismissal would include withdrawal from all courses and an "F" in all courses).

Advisement

The program director is assigned to serve as academic advisor upon admission to the program. The student should make an appointment to meet with the program director for course selection before registering for classes for the following semester. The student should make an appointment by calling (505) 566-3492 or (505) 566-3853. Career as well as course and program questions are welcomed.

Counseling

Counseling Services are available to help students who have stress, personal, emotional and/or transition problems. The office is open from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday in the Health Sciences building, Room 3409. If a student wants help in making an appointment, the program director may help.

Employment

The college catalog provides guidelines for employment. "Students carrying a full-time course load should be employed no more than 10-15 hours per week. Employment in excess of 15 hours per week should be accompanied by corresponding reduction of course load."

The student has an obligation to the College and the program in which the student is enrolled. Generally, the students should plan to study three hours for each semester hour of credit carried, remembering that surgical technology courses tend to require more. For most students a full-time course load is equivalent to time demands of a full-time job.

Because the clinical agency and faculty cannot assume the added responsibility for the student's safe performance, students are requested not to work any shift immediately preceding their clinical experience.

Students may not seek employment under the title Student Surgical Technologist, clinical rotations are for educational experience only. At no time are students to wear a student uniform or name pin on the job. The College assumes no responsibility for work performance related to skills learned as part of the program courses. The student is held personally liable and responsible for your actions in the clinical setting. Students may not receive pay or compensation of any type during assigned clinical experiences, and may not be substituted for any paid personnel during their clinical rotations.

Insurance/Injury Requirements

If a student becomes ill or is injured during a clinical day, the instructor and program director must be notified, and the proper incident report completed immediately. The student is responsible for expenses resulting from any injury requiring medical attention during the program.

Physical Examination

A physical examination is required after admission to the program. The physical and immunizations must be submitted to the Program within **30 days after classes have begun**. A ten-panel drug screen is required before students are allowed to attend clinical.

Immunization records are the **STUDENT'S RESPONSIBILITY**.

The required immunizations are listed below:

1. **Proof of 2 MMR** immunizations or positive MMR titer -results must be shown
2. **Proof of 2 Varicella** immunizations or positive Varicella titer
Titer results must be shown or signed physician statement of disease
3. **PPD** (TB skin test) within the last 12 months. The student will need it to be good through the entirety of the program and this immunization expires every year. (Example: if you get it 12/31/2024 it will be good through 12/31/2025).
4. **Flu shot** is optional (a signed waiver may be necessary, per clinical site policy) – however, if student declines flu shot per policy, they must wear a mask while doing patient care between October 1st and March 31st
5. **Tdap/Td** vaccination within the last 10 years
6. **Hep B** (3-part series)
7. **Copy of Covid-19 Vaccination:** While having the vaccination is not required by San Juan College, some (or possibly all) clinical sites require proof of the immunization
8. **A Ten Panel Drug Screen** is required for clinical site admission. Students can obtain a Ten Panel Drug Screen from such places at Advanced Safety, Alternative Monitoring Services, Basin Occupational and Urgent Care, Cedar Diagnostics (Durango) Reliance Medical Group, SED Medical Laboratories and/or the Director of the **Program may make accommodations to have a drug test completed by another source**. The documentation for the Ten Panel Drug Screen should be performed **within the month prior to starting clinical rotation**. **Students will not be allowed to start at the clinical site without this documentation in the students file.**

Re-Admission

Students must have current physical examination, insurance, and hepatitis forms on file in the Health Science office by the first day of classes. It is the student's responsibility to review the immunization record with the Health Science administrative assistant or program director to make sure all immunization requirements are met.

Health Problems

The student with preexisting controlled health problems such as back problems, hypertension, diabetes, or seizure disorders must notify the clinical faculty prior to the start of each clinical rotation. Be sure to read and understand Communicable Disease policy in this handbook.

The student, who becomes pregnant, develops a health problem or is on prescription/ nonprescription medication that may affect clinical performance, may continue in the program provided that the student:

1. Submits a written statement from a physician regarding the nature of the health problem, the nature and the duration of the restriction, and the student's ability to continue in the program to the program supervisor
2. Informs current clinical faculty
3. Meets all clinical and didactic objectives and requirements
4. If absent for 3 or more days, must have a release from the attending physician before returning to clinical
5. Student completes all work in a timely manner from missed classes

Student Safety

The student must:

1. Report all accidents or errors immediately to the instructor and/or clinical director if at clinical site
2. Complete a San Juan College incident report
3. Fill out the proper forms according to hospital policy
4. Submit all forms to Program Director

Books

A book list for each course is available at the San Juan College Bookstore. Required books and a Surgical Technology manual must be purchased prior to the first day of the semester. Prices of required and recommended textbooks can be found at the college bookstore webpage: <https://bookstore.sanjuancollege.edu/>

Smoking Regulation

San Juan College and most clinical site are smoke-free campuses. No smoking is permitted inside the campus buildings. Smoking is also prohibited on the premises of the affiliating clinical facilities.

Dress Policy

The student is expected to follow the dress code policies of the agencies in which clinical experience is obtained.

Class:

Students will be required to wear scrubs to class. The color and style must be appropriate. To promote professionalism, no street clothes, no ball caps are to be worn during class/lab times, in the hospital, or at professional meetings.

Lab:

Students will be required to wear scrubs (top and bottoms), and lab coats in the lab area. Lab coats must be knee length. Lab coats should be white in color. Wrinkled, stained, or soiled coats are **NOT** acceptable.

Clinical Site:

Because people form impressions, usually within the first 15-30 seconds after being introduced, appropriate visual impressions are important as they influence how others perceive your abilities.

- Students in professional program are representing SJC as they perform clinical assignments. Students will wear Uniform (scrubs/lab coat) to the clinical facilities. They will be neat and clean. They will then change into the facilities scrubs and the student's designated shoes when they arrive. Please project a professional appearance at all times.

- Dedicated shoes are to be worn only to the clinical unit. Shoes must be clean and must be brought from outside in a sealed plastic bag.
- A student name badge must be worn on scrubs at the clinical unit. You will receive information about when pictures will be taken for ID badges during the first week of the program. There is no charge.
- Protective eye wear will be required for preventing blood and body fluid exposure and is currently provided by the clinical site.
- During clinical rotations NO dangly jewelry. The only jewelry allowed (see facility requirements) is small studs in clinical facilities
- Anything that has the potential to fall into the wound is not permitted. This includes false eyelashes
- Hair must be clean, neat, appropriately styled, and worn away from the face. Male students are expected to keep beards and mustaches trimmed, neat, clean and short.
- Makeup must be in good taste. Fingernail polish and acrylic nails are unacceptable, long nails must be trimmed to a ¼ inch. Cologne and perfume of any kind will not be permitted in case the patient has allergies.
- Cigarette breath, halitosis, and body odors are most distasteful. Deodorants, mouthwash, breath fresheners, or mints are recommended.

Written Assignments

All written assignments must be printed, or legibly written. A patient's full name is never used in submitted written assignments. First names or initials may be used to identify the patient. Unless specific permission is received from instructor, all materials submitted after the due date will be penalized by loss of points from the final grade.

Tests And Exams

Dates of examinations in Surgical Technology courses are identified in the lecture schedule. The final examination may be given on a different day and/or time than is listed on the College final examination schedule. When a change is necessary, students will be notified in class.

Grade Scheming

Absolutely no scheming, scamming or grade calculating will be tolerated or allowed! All class work and assignments are to be completed in full, regardless of the student's grade in the course, including assignments in which student had an unexcused absence and received a zero. Grade scheming will result in dismissal from the program.

Promotion, Graduation, National Certification

All Surgical Technology courses require a "C" grade in order to progress to the next course in the sequence. If student does not perform satisfactorily in clinical portion (to include professionalism) they will not be permitted to graduate. In addition, the student must fulfill the graduation requirements of the Surgical Technologist Program. It is the responsibility of the student to know the San Juan College Catalog Program requirements for the year in which the student enrolled. The student must complete all requirements to graduate to and establish eligibility to write the National Surgical Technologist Certification Exam. Failure to complete the required courses needed for this exam by the designated graduation day will result in inability to write the exam.

CLINICAL GUIDELINES

NOTE: Attendance is mandatory to fulfill clinical hours

NOTE: Students who are absent from the clinical area will receive a zero for the day. The zero will be averaged in the with the Clinical Evaluation.

Attendance In Clinical Areas:

Students are expected to attend all scheduled clinical sessions. **ATTENDANCE IS MANDATORY.**

Students who are unable to attend a clinical session must call or text the lab instructor/clinical coordinator 1 hour before clinicals are scheduled as well as contacting the Charge Nurse in the operating room.

Students may not leave the clinical facility during clinical time without first obtaining permission from the instructor.

Student conduct:

College is preparation for professional opportunities, and professional conduct is expected in courses, online communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, rude, hostile, belittling, bullying or other disruptive behavior, including threats to self and others, will be subject to potential academic consequences and possible dismissal from the college. Students should refer to the Code of Conduct in the Student Handbook for additional information.

Discipline of a serious nature involving probation, suspension or dismissal, which may be from the College or from an individual class, must be approved by the Vice President for Learning.

Clinical Experience

All transportation to clinical facilities is the responsibility of the student. Students will park in designated parking areas only. Occasionally clinical agencies will restrict parking; on those occasions' information will be given by the clinical site.

Lockers for purses and coats are provided by some clinical agencies. When lockers are available, students will be asked to share. Location of lockers will be indicated during the orientation session at the agency. Please remember to take only small amounts of money to the agencies.

The student is not allowed in the hospital in a student capacity except during assigned clinical hours or when picking up assignments. The students in the Surgical Technology Program are not allowed to perform as agency employees while on clinical assignments. The student uniform policy is in effect during these times (name badge worn so it can be seen). No mobile phones are permitted in the operating room.

It is to be known that while in Clinical Rotation, students will not be paid. At no time will a student be used as a staff member. A clinical preceptor is to be assigned to each student, with a different preceptor routinely giving students a different aspect on case set-up and flow. Preceptors will be required to be scrubbed in with student always in case an emergency arises. At no time will a relative to a student be in the preceptor position. It is also inappropriate for a student to be in the room when a relative or friend is the patient.

The Program Instructor and the Facility Charge Person **must be notified** when you are ill or when a family emergency occurs at least one hour prior to the designated clinical time. This ensures faculty can re-adjust assignments with the clinical agency. Some faculty may require a longer notification time. Clarifications as to the specifics of the missed time are your responsibility to explain to the clinical site. It is your responsibility to be sure that your family, child's schools, etc. know how to reach you in an emergency. You should instruct them to call your assigned operating room placement and ask for the charge nurse/preceptor to relay a message to you.

When inclement weather threatens to interfere with local activities, students should refer to Suns Alert, check

their student email, or check the San Juan College Facebook page for information on closing of the College. If there is no announcement made over SJC Suns Alert, email, or the San Juan College Facebook page, then classes and clinicals are being held as usual. If an announcement concerning closing is not made before a student must leave for the hospital or College, the student must use their own judgment and properly contact the instructor or clinical affiliate of attending or lateness. When in doubt contact the program director.

The student should report to the clinical unit properly attired and prepared to function at the designated time. This is basically your job interview so please act and perform professionally. Remember that we are at the clinical facilities as their guests so please act appropriately. If there is any inappropriate behavior or conversations the student can be asked by the facility to leave. If this happens; the student should realize that this will lead to counseling and/or dismissal from the program.

Clinical Evaluation

Clinical evaluation criteria for each of the four clinical courses (SURG 210, 212, 215 and 217) have been established. The student's performance in the following areas is evaluated:

- Preparation
- Aseptic Technique
- Priority of Duties
- Use of Time
- Professional/Personal Habits
- Safety/Ethical Aspects
- Skills

Clinical Case Requirements

The student receives a satisfactory clinical performance rating by achieving the established numerical value stipulated on each clinical evaluation criteria form which combined will meet the minimum requirement of one hundred and twenty cases (120);

Case requirements – A student must complete a minimum of 120 cases as delineated below:

A. General surgery

1. A student must complete a minimum of 30 cases in General Surgery.
 - a. 20 of these cases must be performed in the FS role.
 - b. The remaining 10 cases may be performed in either the FS or SS role.

B. Specialty surgery

1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
 - a. A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
 - 1) A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
 - 2) The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - b. The remaining 30 cases may be performed in any

surgical specialty in either the FS or SS role.

2. Surgical specialties (excluding General Surgery)
 - a. Cardiothoracic
 - b. Genitourinary
 - c. Neurologic
 - d. Obstetric and gynecologic
 - e. Orthopedic
 - f. Otorhinolaryngologic
 - g. Ophthalmologic
 - h. Oral Maxillofacial
 - i. Peripheral vascular
 - j. Plastics and reconstructive
 - k. Procurement and transplant

Counting cases

A. Cases may be counted according to surgical specialty as defined in the core curriculum.

1. One pathology is counted as one procedure.
- 2.

Example: A patient requires a breast biopsy followed by mastectomy.

It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.

3. Counting more than one case on the same patient.

4.

Example: A Trauma patient requires a splenectomy and repair of a LeFort I Fracture. Two cases can be counted and documented since the splenectomy is general surgery, and the LeFort I repair is an oral maxillofacial surgical specialty.

Example: A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

5. Diagnostic vs. operative endoscopy cases

- a) An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
- b) An endoscopy classified as a critical procedure is considered an operative case.
- c) Diagnostic and operative cases will be counted according to specialty.
- d) Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.

Example: A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure

If the student does not achieve this, clinical performance is rated as unsatisfactory and results in an “F” grade for the Surgical Technology course regardless of the grade the student has achieved in the academic portion of the course. The final clinical course grade will be determined by the cumulative number of cases attained from all clinical courses case logs.

Surgical Rotation Case Requirements

120 Total Cases:

30 General

- 20 First Scrub
- 10 First Scrub/Second Scrub

90 Specialty

- 60 FS (40 First Scrub and 20 First Scrub of your choice)
- 30 First Scrub/Second Scrub

First & Second Scrub Role & Observation

First Scrub Role: The following list is provided to identify items that must be completed in order to document a case in the first scrub role. All five criteria below must be met otherwise the case must be documented as a second scrub role or observation:

- Verify supplies & equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medication and solutions needed for the procedure
- Perform counts with the circulator prior to the procedure and before the incision is closed
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role: The second scrub role is defined as the student who is at the sterile field who has not met all criteria for first scrub role but actively participates in the surgical procedure by completing the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role: The observation role is defined as a student who is in the operating room performing roles that do not meet the criteria for first or second scrub roles. These cases cannot be counted as required cases; however, they must be documented.

Clinical Travel

All students: maybe required to travel outside the area for a minimum of one rotation (up to 3 weeks).

All transportation and lodging to clinical facilities are the responsibility of the student.

Signature of Student _____

Date of Signature _____

Distant students Las Cruces/Alamogordo/Las Vegas area students: Will be required to travel to any and all of the facilities in the Las Cruces/Alamogordo/Santa Fe/Las Vegas area. All transportation and lodging to clinical facilities are the responsibility of the student.

Signature of Student _____

Date of Signature _____

WITHDRAWAL

A student who wishes to withdraw from the program is requested to do so through the Program Director. If the student chooses to withdraw on his/her own, a written note verifying withdrawal to the Program Director is requested for student files. Be sure to follow the San Juan College Catalog procedures for official withdrawal from the courses and college. Failure to withdraw can result in an "F" or "X" grade.

READMISSION

A written request for readmission should be initiated through the Program Director. The date of the request will be considered in eligibility. Readmission status is determined on a case-by-case evaluation by the Program Director, Instructor. Appeals can be made to the Dean of Health Sciences.

A Surgical Technology student who has received lower than a C or has withdrawn from a ST course may be readmitted only once to a subsequent Surgical Technology program. Admission is based on a space- available basis beyond the first semester. Failure to earn a "C" (2.00 or better) on the second attempt will result in permanent dismissal from the program. The student seeking readmission will be asked to demonstrate retention of previously learned material; to ensure retention and preparation to resume class and clinical responsibilities. Based on this evaluation; placement will be determined; this can include up to repeating all courses.

Students who have withdrawn from the program must follow the readmission policy of the College. Application the Surgical Technology Program is by written application.

GETTING STARTED: HAVE YOU COMPLETED THE FOLLOWING?

- Physical Examination
- Completed all vaccinations and provided proof
- Purchased scrubs and good shoes
- Purchased books and manuals
- Signed and returned all forms required by the Surgical Technology Program and the Clinical Affiliates due on the first day of class

NEED HELP?

Consult with program faculty before:

1. Dropping a class
2. Getting too far behind
3. Become too overwhelmed by college or personal responsibilities

Careful planning and consideration may save you time and money. Most problems can be solved. Your program faculty are here to help; please consult with us! Remember the faculty are here for you. Come see us when the need arises. Appointments with instructors may be made by calling (505) 566-3856. Emergency situations do arise and the Administrative Assistant will assist you at these times. Message can be left by calling 566-3853.

ENJOY YOUR COLLEGE LIFE!

College is more than books. Now is the time to explore and to learn many activities with relatively little expense to you. San Juan College offers many opportunities for you in music, drama, art, concerts, movies, dances, and informal get-togethers. There are also opportunities to participate in different sports activities. Involvement in student government may be an area of interest to you.

Remember: College is more than books, but you must be the one to create a balance between your academic and social life. Extremes in either direction can be detrimental to your success.

REQUIRED: STATEMENT OF CONFIDENTIALITY

As a student in a health occupations program, I recognize the necessity of maintaining confidentiality and understand the following statements. It is the responsibility of every health occupation student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical agency's plans and operations.

In the course of clinical learning, students may learn of certain personal matters pertaining to nature of illness, financial background, family life, etc., of a patient. This information should not be discussed with anyone outside the agency, among employees of the hospital, or among students unless information is required directly for the care of the patient or as a learning opportunity within the educational setting minus the patient's name.

In addition to patient information, students are expected to use the utmost discretion concerning other confidential information such as that pertaining to hospital employees or operation of the hospital. Unauthorized disclosure of patient information may result in civil and/or criminal liability under the Federal or State laws, pursuant to, but not limited to, the Federal or State Alcoholism and other Drug Dependency Acts, Abused and Neglected Child Reporting Act, Medical Patients Privacy and Confidentiality and Health Care Act, AIDS Confidentiality Act, and Mental Health and Developmental Disability Confidentiality Act.

The integrity of all data produced by a Hospital Information System should not be compromised under any circumstances. Data includes printed materials, oral communication, and information displayed on a computer terminal.

Violation of this policy could result in disciplinary action, including dismissal from the program.

HEALTH CAREERS AND PUBLIC SERVICES DEPARTMENT

POLICY ON CHEMICAL IMPAIRMENT

Introduction

The School of Health Sciences faculty believes they have a professional and ethical responsibility to provide a safe teaching and learning environment for students and clients who receive care from students. To fulfill this purpose, students must be free from chemical impairment during participation in all aspects of School of Health Sciences Programs including classroom, laboratory, clinical, and field settings.

The chemically impaired student is defined as a person in the academic or clinical/lab/field setting under the influence of, either separately or in combination: alcohol, illegal drugs, prescribed or over-the-counter medication, synthetic designer drugs, or inhalants. Abuse of these substances includes episodic misuse of chronic use that produces psychological or physical symptomatology. (Asteriadis, Marilyn et al. *Nurse Educator*, Volume 20, No. 2, March/April 1995)

The following may be indications of the behavioral and physiological effects in the chemically impaired students:

Behavioral effects

- Absenteeism; tardiness
- Behavioral changes, e.g., mood swings, and irritability
- Excuses or apologies for failure to meet deadlines
- Isolation/withdrawal from group
- Decreased classroom and clinical productivity
- Difficulty in calculations
- Inability to follow directions
- Fluctuating clinical performance
- Inappropriate physical appearance

Physiological effects

- Pervasive alcoholic odor
- Flushed face
- Red eyes or dilated/constricted pupils
- Unsteady gait
- Slurred speech
- Blackouts
- Fine motor tremors
- Nausea, vomiting or sweating
- General decline in health

(It is a student's responsibility to determine from the physician whether these medications may affect clinical performance.)

HEALTH CAREERS & PUBLIC SERVICES DEPARTMENT STUDENT COMMUNICAL DISEASE POLICY

Purpose

This policy has been adopted to protect the rights of and to ensure the safety of the infected individual student

and all those with whom he/she interacts.

Definition

An infected individual, as defined in this policy, means an individual student who is diagnosed as having a communicable disease or exhibiting classic symptoms thereof, but has not been diagnosed by a physician.

All those with whom he/she interacts mean all interactions between the infected individual student and other persons in the following areas: classrooms; laboratories; clinical areas; office areas.

Procedure:

1. Infected individuals who determine that their medical condition may pose an imminent risk to patients/others or are unsure of their ability to perform essential function as students **SHALL IMMEDIATELY NOTIFY** the supervisor of the specific Health Career Program, they are enrolled in.
2. After conferring with the involved Program Director, the individual may be requested to obtain a letter from his/her treating physician. The **letter must state** whether or not the students can safely perform in a clinical setting and if any specific precautions need to be taken for that student to perform without posing a risk to others.
3. Each infected individual's situation will be considered individually and decisions will be based on the written statement provided by the physician. In those situations, in which a physician has not yet been consulted, decisions will be based on "reasonable medical judgments given the state of medical knowledge" about the nature of the stated condition, the potential risk to others and the probability of transmission. These decisions will be made by the Program Director, the Health Sciences Dean, and any other person deemed appropriate.
4. The Health Sciences Faculty will make reasonable efforts to accommodate the infected individual with the understanding that regulations set forth by the clinical agencies must be considered.
5. The infected individual is assured of confidentiality in accordance with state and federal requirements.
6. The Program Director and Health Sciences Dean reserve the right to initiate contact with an individual who exhibits the signs and symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or may be unable to perform as a student.

DRUG AND ALCOHOL POLICY

San Juan College policy prohibits the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as a part of any College activity. Violators will be prosecuted in accordance with applicable laws and will be subject to disciplinary action by the College in conformance with college policy. (See the College Catalog and Student Handbook.) In accordance with this policy, the following procedure has been developed to address issues unique to students enrolled in the College's Health Careers and Public Services Programs.

WELLNESS CONTRACT AND POLICY

All Health Sciences students will be required to sign and adhere to the San Juan College Wellness Contract.

When a faculty member or a clinical agency representative suspect a Health Sciences student may be chemically impaired, the following procedure, based on the belief that measures to be taken should be assistive rather than punitive, will be implanted:

- a. Seek corroboration regarding the observed student behavior, if possible.
- b. Should the impaired behavior occur at a clinical site, the faculty or agency representative will relieve

- the student from the clinical assignment.
- c. Should the observed behavior occur on campus, the faculty member should use his/her discretion in allowing continued participation in the learning activity.
 - d. Immediately notify program supervisor and provide written documentation of observed behavior or physiologic characteristics of suspected chemical impairment as soon as possible.
 - e. Upon request, the student will undergo a drug screen, blood alcohol level, and mental health evaluation. Drug screens and alcohol levels will be completed at the student's expense at the nearest Emergency Department. If the student is at a facility without an emergency room, the instructor will call Public Safety who will arrange for transportation from the clinical site/agency to the nearest Emergency Department that provides appropriate testing. Public safety will notify the testing site that a student is being referred for evaluation. Transportation costs to the testing site will be paid by San Juan College. Students will not be allowed to use personal transportation. Students will be responsible for arranging transportation from the testing site to their home.
 - f. If results are negative San Juan College will be responsible for costs incurred by the student.
 - g. Failure to comply with a request for evaluation will result in termination from the respective program.

STUDENT AGREEMENTS

HIPAA

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

MEDICAL RECORDS

Student Name: _____

D.O.B. ____/____/____ Student ID Number: _____

Dates of Clinical Rotation: Start _____ End _____

AUTHORIZATION:

I, _____, authorize the disclosure of my protected health information as described herein.

1. I authorize the following person/persons and/or organization/organizations to disclose the protected health information described in paragraph 3.

San Juan College's Surgical Technology Program

2. I authorize the following person/persons and/or organization/organizations to receive the protected health information described in paragraph 3.

- Alta Vista Regional Hospital in Las Vegas, New Mexico
- Animas Surgical Hospital in Durango, Colorado
- Four Corners Ambulatory Surgery Center in Farmington, New Mexico
- Gerald Champion Regional Medical Center in Alamogordo, New Mexico

- Indian Health Services in Gallup, New Mexico and other locations
- Memorial Hospital in Las Cruces, New Mexico
- Mercy Regional Medical Center in Durango, Colorado
- Northern Navajo Medical Center (IHS) in Shiprock, New Mexico
- Presbyterian Hospitals in Albuquerque, Ruidoso, Rio Rancho, and Santa Fe, New Mexico
- San Juan Regional Medical Center in Farmington, New Mexico
- Scenic View Medical Center in Las Cruces, New Mexico
- Southwest Memorial Medical Center in Cortez, Colorado

3. The records authorized to be released include:

All medical records and billing records including without limitation: medical reports, clinical notes, nurse's notes, history of injury, subjective and objective complaints, other diagnostic tests (including a copy of the report), diagnosis and prognosis; if applicable, emergency room records or logs, history and physical examination report, laboratory reports tissue committee reports, reports of operation, progress notes, doctors' orders, nurse's notes, physical therapy records, admission and discharge summaries, and all out-patient records; and any other documents, records, or information in your possession relative to my past, present or future physical condition.

1. I expressly waive any laws, regulations and rules of ethics which might prevent any health care provider who has examined or treated me from disclosing my records pursuant to this Authorization.
2. The purpose of the Authorization relates to my clinical rotation as it relates to completing my program of study for Surgical Technology.
3. I understand that I may revoke this Authorization at any time by sending a letter to the person or organization listed in paragraph one (1), except to the extent that such person(s) and/or organization(s) may have already taken action in reliance on this Authorization. If I do not sign, or if I later revoke, this Authorization, the services provided to me by such person or organization will not be affected in any way.
4. This Authorization expires one year from its date of execution.
5. THIS AUTHORIZATION DOES NOT PERMIT THE PERSON OR ORGANIZATION LISTED IN PARAGRAPH TWO (2) TO OBTAIN OR REQUEST FROM THE PERSON OR ORGANIZATION IDENTIFIED IN PARAGRAPH ONE (1) ORAL STATEMENTS, OPINIONS, INTERVIEWS, OR REPORTS THAT ARE NOT ALREADY IN EXISTENCE.
6. Copying costs will be borne by the person or organization named in paragraph (2).
7. A photocopy or facsimile of this Authorization is as valid as an original.
8. I understand that a potential exists for information that is disclosed pursuant to this Authorization to be subject to re-disclosure by the recipient and therefore be no longer protected by federal confidentiality rules.

SIGNATURE OF STUDENT: _____

DATE OF SIGNATURE: _____

PHOTOGRAPH AND AUDIO/VIDEO RECORDING

I hereby grant San Juan College and its agents and assigns the unlimited right to use my name, image, likeness, voice, and/or simulated patient care performance as captured by photograph, audio recording, or video recording for release and/or reproduction in any medium for any legal purpose including, but not limited to, educational and promotional purposes. I release San Juan College and all persons acting on its behalf from any liability associated with the aforementioned. I waive my right to compensation and to inspect, approve, own, or control the use.

Signature: _____ Date: _____

CONFIDENTIALITY STATEMENT

I have read and understand the contents of the Confidentiality Statement in the Surgical Technologist Student Information Booklet and accept my responsibilities as a student in the health care setting.

Student Signature

Program

Date

SURGICAL TECHNOLOGY HANDBOOK RECEIPT

The ST Program Supervisor has reviewed the information and policies in the ST Student Handbook with me. As a Surgical Technology student, I accept the responsibility to abide by all policies as outlined in this handbook and the College Handbook.

Student Signature

Date

PERSONAL INFORMATION CONTRACT

I, _____, will not release personal information regarding program

director, instructors, college staff, clinical site personnel or patients to family members and community members. Personal information includes home or cell phone numbers, home address or personal email.

Student Signature

Date